

# CALIFORNIA

## RURAL COUNTIES TASK FORCE

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### FINAL AGENDA

November 21, 2003

12:30 pm

Room 2116

Caltrans HQ – 1120 N Street, Sacramento, CA

12:30	A	Self Introductions	
12:35	B	Approve minutes of Sept. 19	all
12:40	C	RCTF – Schedule for 2004	
12:45	D	Joint Conference with CalAct – <ul style="list-style-type: none"> <li>▪ Discussion and evaluation</li> <li>▪ TDA – reform or renewal?</li> </ul>	P. Spaulding & K. Mathews. G. Dondero
1:15	E	Transit Updates	J. Smith
1:30	F	Legislation and State Budget	J. Borucki & L. Wilcox
1:45	G	PPM Funding	C. McAdam
2:00	H	RSTP Exchange Program	G. Dondero
2:10	I	2004 STIP <ul style="list-style-type: none"> <li>• Fund Estimate</li> <li>• New Guidelines - \$100,000 Minimum?</li> <li>• RTIP Schedule</li> </ul>	D. Brewer
2:45	J	GARVEE Bonds for Rural Agencies?	D. Brewer
3:00	K	Regional Planning & Overall Work Programs – <ul style="list-style-type: none"> <li>• Caltrans review and approval process</li> <li>• Non-Metropolitan Local Official Consultation Process</li> </ul>	P. Couch S. Scherzinger
3:20	L	Self-Help Counties Conference	K. Matthews
3:25	M	RCTF Issues and Objectives	Various
	N	Other	
3:40		Adjourn	

Comment [CC1]: Sent e-mail invitation 5/28

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**TO: TASK FORCE MEMBERS**

**FR: George Dondero, Chair**

**RE: AGENDA NOTES FOR November 21, 2003**

- B. **Approval of minutes.** Thanks again to Gerry LeFrancois of Mono County for an accurate record of the last meeting. Please review the attached minutes for accuracy.
- C. **RCTF Meeting Schedule for 2004.** Please mark your calendar for the following meeting dates in 2004. Also let us know if any of these dates conflict with events you are likely to be attending.
- January 16
  - March 19
  - May 21
  - July 16
  - September 17
  - October 12-15 Conference w/CalACT
  - November 19
- D. **Joint Conference with CalACT.** Considering the state budget situation, and other economic challenges, this year's 2nd Joint Conference with CalACT was very well attended. Initial reports indicate it was quite successful. This will be your chance to provide feedback on the conference. Which sessions worked well? Which needed improving? How could they be improved? What issues would you like to see expanded or introduced next year? Did you attend the reception for Diane Eidam? What issues do you think the Task Force should be emphasizing in the coming year? What issues are our partners at CSAC and RCRC planning to tackle next? Are there ways we can help give them direction?
- E. **Transit Updates.** One conference session focused on the **Transportation Development Act**. Jake Smith will join us for a recap of that lively discussion and what is likely to happen next. Caltrans has expressed an interest in reviving the TDA Advisory Committee statewide. Who will be represented and how? Are there any RCTF members willing to serve on this committee? Does TDA need reform? What changes, if any, would rural counties support?

Jake will also give updates on a TDA video conference with Caltrans district staff, future opportunities for outreach with the regions, and any other questions you may have.

- F. **Legislation and State Budget.** Joan Borucki, Deputy Director of the CTC has been invited to give us an update on recent events regarding the state budget and any recently enacted legislation likely to affect the rural counties. Lee Wilcox of CalACT has been invited to update us on transit related legislation.
- G. **PP&M Funding.** Both urban and rural counties have been concerned over the possible loss of Project Programming and Monitoring (PP&M) Funding for the current fiscal year. To date CTC has not allocated PP&M funding and has indicated it is quite possible none will be allocated for this year. The issue has been raised numerous times at Commission meetings by both the RCTF Chair and the RTPA Moderator. Many counties are concerned over their ability to continue assisting in the critical aspects of project delivery if PP&M funds are not forthcoming soon. Celia McAdam of Placer County has volunteered to lead a presentation at the January CTC meeting on the PP&M funding issue. This effort will focus on helping the Commission to understand the value and importance of the work that PP&M funds support. To support this presentation, we need recent examples of successful projects that were supported by use of PP&M funds, either through additional staff or consultants acting as local Project Managers. Other questions to consider include "What aspects of project delivery, from the local agency viewpoint, contribute most to a successful project?" Our discussion will try to identify best-case scenarios and examples which Celia can incorporate into the presentation.
- H. **RSTP Exchange Program.** At the September RTPA and CTC meetings Caltrans expressed that they may not have enough state cash to perform the usual RSTP exchange. A few months prior, we were told the state match would not be a problem if more federal funds were appropriated. The Exchange Program is a relatively small part of the overall funding picture. Is it necessary for Caltrans to eliminate the Exchange Program this year? How critical is this to the Rural Counties? What effects will this have on your local funding programs? What projects will suffer?
- I. **2004 STIP.** David Brewer will lead discussion on the Commission's efforts to arrive at a fund estimate. The estimate is scheduled for release on November 18<sup>th</sup>, which is timely for the RCTF meeting on the 21<sup>st</sup>. Other STIP related issues include the new guidelines and the proposed \$100,000 minimum for projects to be included in the STIP (see attached letter from Phil Dow of Mendocino and Lake Counties to Kirk Lindsey). Is this an issue for other rural counties? If a lower minimum is established, what should it be? Bring your questions and suggestions to this discussion to help formulate a rural position on this issue.
- J. **GARVEE Bonds.** At the November 24<sup>th</sup> workshop, CTC will discuss what type of projects for which GARVEE bonds would be sold. While few, if any, rural counties have used GARVEEs to date, the Commission may want to prioritize funding for high priority inter-regional projects that provide service to and through rural areas. Do you have any candidate projects you would propose for bonding? Is there potential for using GARVEE bonds across the state? What preferences would the rural counties wish to see if bonding is available?
- K. **Overall Work Programs – Caltrans Review and Approval Process.** Pam Couch has shared a letter to her district expressing frustration and concerns over the Caltrans review process for OWPs. Sharon Scherzinger will join us for a discussion of how this process might be improved and what difficulties other counties have encountered.
- L. **Self-Help Counties Conference.** Kathy Mathews attended this conference in October and will provide a short recap of what she learned that might be of help to rural counties considering passage of a local sales tax for transportation.

M. **Issues and Objectives** – Reports from our members on these various committees and projects.

**Rural Counties Task Force Meeting  
Draft Meeting Notes of September 19, 2003**

Chair, George Dondero, opened the meeting, self-introductions and approval of minutes followed.

**Agenda Item C. – Legislative Issues**

Pete Spaulding's overview on important legislative issues:

- **AB 813**/Salinas excludes from a transportation planning agency costs when calculating fare revenue ratios, specified expenses to the extent they exceed the operator's cost in the prior year, as adjusted by the Consumer Price Index. This exempts from the definition of cost in the TDA and STA eligibility criteria certain specified cost increases beyond an operator's control (for example federally required paratransit services, insurance, fuel). CalACT supports AB 813. *Passed and Signed.*
- **AB 839**/Simon revises to various record retention provisions applicable to local government. Exempts videotapes and recordings made by security cameras operated as a part of a public transit system. *Awaits the governor's signature.*
- **AB 1767**/ Truck weight fees, *passed* but the revenue loss due to this oversight when the bill was originally passed will not be recouped.
- **AB 1004**/Leslie requires a transit operator, before approving a service reduction or route restructuring of bus service greater than three percent of total revenue miles or a fare increase for budget deficit purposes to conduct a third party competitive procurement process for a route that the operator determines will minimize all or a portion of the planned service reduction.

**Agenda Item D. – Legislative Issues**

Unfortunately, Joan Borucki was not able to join the RCTF.

**Agenda Item E. – Joint Conference with CalACT**

Joint Conference with CalACT is moving forward. The dates are October 26-29 at the resort at Squaw Creek. Hotel reservations are due by September 30<sup>th</sup>. Kathryn Mathews mentioned that all scholarship registration is due the 15<sup>th</sup> of October. CTC Commissioner, Joe Tavaglione, the Commission's rural liaison, will be at the conference on Monday.

**Agenda Item F. – Transit Updates**

Jake Smith, from Caltrans Mass Transit, will now be working on the TDA program. Nicole Bennett will be the liaison on TDA. Her phone number is 916 654-8172. He discussed future training in Redding, Eureka, Bishop, etc. This training is provide free of charge and a great opportunity for RCTF members and operators. For additional information, call Mass Transit at 916 657-3876.

- **Transit Training Courses** – Caltrans is offering free transit training courses over the summer. Classes will be held in Victorville, Clovis, Redding, and Eureka. Contact Dee Berry at Caltrans for additional details. A task force member suggested a couple of different courses should be held over a three or four day period in one location, to minimize travel expense for participants.

### **Agenda Item G. – TDA Oversight**

George Dondero and Jake Smith addressed this issue. Task Force members feel that any changes and other issues should be discussed through an ad-hoc committee. The RCTF is a willing partner if an ad-hoc committee is established. TDA issues still need resolution, but RCTF thanks Caltrans for the changes made to date.

Jake Smith stated that for this year, Headquarters staff will defer to district staff on TDA issues and not hold up funding. He also stated that Caltrans is taking a new look at TDA administration.

#### **Other Transit Issues:**

Annette Gilbertson discussed that 5310 reporting has always been required, but due to staffing levels, was not always enforced. RCTF should expect a change that will require their respective agencies to submit quarterly 5310 reports.

Pam Couch talked about public domain software that allows for managing/monitoring of various programs (FTA 5310, 5311, etc).

### **Agenda Item H. – STIP Issues – 2004 Fund Estimate Schedule for RTIP's**

Stephen Maller stated the assumptions for the 2004 STIP should be sent out today to MPO's and RTPA's. CTC staff will be giving recommendations on each assumption (there are 48 pages of fund assumptions open for discussion with the commission). Fund estimate is due in October with adoption in November or December.

RTIP's and the ITIP's would be due in April 2004. Adoption of the 2004 STIP will be in August.

Also, each RCTF member will be getting draft STIP guidelines and a short summary page. Please review these with your respective agencies.

The Commission is only making allocations for safety and emergency related items. Expect no other allocations for approximately 6-8 months or until we know for sure how much money is available to program.

About \$490 million is being requested for GARVEE Bond funding. This \$490 million is basically for three projects. The interest payment will be about \$60 million per year and about \$130 million less cash to program in the STIP.

The CTC priorities have been discussed at length with the Commission but have not been adopted. October should be when allocation plan/priorities will be acted on by the CTC. The current commission priorities are: 1) GARVEE Bonds, 2) Maximization of all Federal Funds, and 3) PPM funds. Maller pointed out by law, if GARVEE Bonds are sold, they become the priority of the commission. Is there any chance to move the PPM issue higher on the list? Short answer is NO!

Comment was made that the 2004 STIP looks like the '94 STIP. In '96 it got worse and projects had to be dropped. After that, the financial situation turned around in '98 and for the '98 augmentation.

### **Agenda Item I. – Indirect Cost Allocation Plans**

Teresa Munoz from Caltrans Audits and Investigations gave a presentation regarding the requirements of Indirect Cost Allocation Plans. At the discretion of your agency, indirect costs may be included when seeking reimbursement for your agency's Federal-aid highway projects and State funded projects. If your agency is claiming reimbursement for indirect costs, your agency must submit a detailed cost allocation plan, an indirect cost rate calculation and have an approved letter for the fiscal year involved from Caltrans Audits and Investigations. If you have questions about your agency's need in preparing Indirect Cost Allocation Plans, talk with other RTPA's and or download the pdf file at: <http://www.dot.ca.gov/hq/LocalPrograms/lpp/LPP00-02.pdf>

Sharon Scherzinger stated that next years Overall Work Program Guidelines will be changed to include information/requirements on Indirect Cost Allocation Plans.

### **Agenda Item L. – RCTF Issues and Objectives**

City/County/Caltrans/FHWA Coordination Group – Celia reported that the coordination group met last month.

Local Assistance “Enhanced Training Committee” – No update.

TEA Advisory Committee – No update.

Federal Aid Project Streamlining – Celia stated that it appears the federal streamlining issue is going to be extremely difficult. We can always hope!

TEA 3 – No update.

Quality Assurance Oversight Committee (the 10% Expediting Fee) – No update.

Annual RCTF Conference w/CalACT – A lot of work has gone into planning this conference. Please plan to attend and thanks all of your fellow RTPA members for working to make this a great event.

### **Agenda Item – Other**

**Adjourn to November 21, 2003**

## ITEM I

November 6, 2003

Mr. Kirk Lindsey, Chair  
California Transportation Commission (MS-52)  
1120 N Street  
Sacramento, CA 95814

Dear Commissioner Lindsey:

I am writing to express my concern over CTC draft amendments to the California Transportation Commission's STIP Guidelines. The draft amendments were released just prior to the September CTC meeting but not discussed until the RTPA meeting on October 29. While there are a few other issues of concern, I am particularly concerned with proposed amendments to Section 18 of the guidelines that would impose minimum project size as well as minimum component size on STIP programmed projects.

My concerns were transmitted to Mr. Brewer by email and I was also able to directly discuss this at the RTPA meeting prior to the October 30 Commission meeting. Since CTC staff indicated that they were responding to Commission direction in proposing this new restriction, it is important that the Commission becomes aware of the impact of this proposed requirement on delivery of smaller projects and generally of projects in smaller regions.

I conducted a little survey among rural agencies regarding the proposed amendment to Section 18 of the guidelines. None of those agencies that responded agreed with the restrictions proposed by CTC staff. In fact, most agencies feel that there should be no restrictions imposed at all. Most believe that these arbitrary minimums will inhibit the flexibility they need to provide appropriate transportation improvements within their regions. Kathryn Mathews, substituting for RCTF Chair George Dondero at the most recent CTC meeting, briefly summarized these survey responses before the Commission.

It is also understood that some urban regions may not share our concerns about the minimum project size proposal. Self-Help counties have transportation sales taxes to use that may be available for smaller projects. Rural agencies rarely have alternate sources of funding for projects of any size.

CTC staff has explained that there are efficiency issues over processing a multitude of minor projects and/or components in the STIP. However, it would seem to me that considering guideline changes that may have long term implications at a time when it seems very unlikely that we will be programming any new projects at all is, in itself, an inefficient use of our time.



Rural agencies and others that sometimes program smaller projects will be prepared to thoroughly discuss this issue at the Fund Estimate/STIP Guidelines workshop on November 24. If the Commission then displays continued interest regarding small projects in the STIP, then perhaps less restrictive alternatives can be explored.

Sincerely,

Phillip J. Dow, P.E.  
Executive Director

cc: Peter DeHaan, RTPA Moderator  
George Dondero, RCTF Chair  
DeAnn Baker, CSAC

**RCTF ISSUES AND OBJECTIVES**

Report November 12, 2003

**Issue/Objective**

Rural Transit (FTA 5310, Welfare to Work, CalACT)	Pam Couch, Modoc
City/County/Caltrans/FHWA Coordinating Group	Celia McAdam, Placer
CalCOG Activities	Phil Dow, Lake & Mendocino
Federal Aid Project Streamlining	C. McAdam
TEA-3 Federal Reauthorization	C. McAdam
Transportation for Economic Development Committee	C. McAdam
Quality Assurance Oversight Committee	C. McAdam, G. Dondero
RTP Guidelines	C. Field
ITS Statewide Architecture and system Plan	C. Field
Local Assistance "Enhanced Training Committee"	Spencer Clifton, Humboldt
Annual RCTF Conference w/CalACT	K. Mathews, D. Landon, W. Allen, G. Dondero